



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Business Services Assistant
TENURE:	Limited Term 20 months
TIME BASE:	Full-Time
SALARY:	\$2413 - \$2934 Range A (BSA)
	\$2724 - \$3313 Range B (BSA)
	\$2950 - \$3586 Range C (BSA)

Limited Term may become permanent in the future

POSITION:

Under the direction of the Staff Services Manager I, the Business Services Assistant performs technical and analytical business service functions for the State Treasurer's Office and the Authorities/Commissions.

DUTIES:

- Initiates and prepares contract delegation documents, work/service orders and printing requests.
- Contacts vendors and secures price quotes and bids. Assists the Business Services Officer II in arranging for adjustments on wrong, damaged or substandard items.
- Prepares Stock Receive documents for incoming equipment and supplies; and prepare subject folder for major equipment acquisitions.
- Assists the BSO II in day-to-day activities such as initiating telephone requests/repairs, building maintenance, and responding to Business Services questions and problems.
- Responsible for preparing necessary documents to survey surplus equipment; and enter stock receive information, tag numbers, transfers, surveys and replacement equipment into data system.
- Acts as custodian for issuing the State Treasurer's Office building and office keys; acts as coordinator for the American Express Card Program processing applications.
- Investigates building HVAC, electrical and plumbing problems and coordinates repairs with DGS/BPM.
- Coordinate offices moves for the Boards/Commission and Authorities. Reviews and reconciles Cal-Card invoices for the State Treasurers Office and Boards, Commissions and Authorities.

DESIRABLE QUALIFICATIONS:

- Ability to learn quickly, work independently and accurately.
- Knowledge of Microsoft Word and Access, or similar IBM compatible applications.
- Good work habits, attendance, and dependability.
- Ability to follow verbal directions and written procedures.

CONDITIONS OF EMPLOYMENT:

Fingerprinting, Background Check and Health Questionnaire are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Business Services Assistant or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "200-4707-004" next to the classification on your application/resume, i.e., Business Services Assistant (200-4707-004).

FINAL FILING DATE:

Applications will be accepted Until Filled. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.

Kd 6/29/07